



Town of Selbyville

Administrative Assistant Responsibilities & Duties

Including, but not limited to:

- Assist with answering and directing phone calls
- Produce and distribute correspondence memos, letters, faxes and forms
- Filing, typing, copying, binding, scanning, mailing, etc.
- Prepare agendas, materials and meeting minutes for various boards and committees
- Prepare annual election notices, maintain the Book of Registered Voters and work with Dept of Elections on various requirements
- Assist with issuing and maintaining files on all building permits, sign permits, certificate of occupancies, collecting applicable fees and scheduling inspections.
- Reporting of Miss Utility tickets
- Update Town Code books as needed
- Assist with utility billing/collecting and annual tax billing/collecting
- Assist with creating new customer accounts
- Assist with purchasing and issuance of meters and meter pits
- Assist with various state reporting requirements for water and wastewater departments
- Assist with the issuance of business and rental licenses
- Ordering of supplies and equipment for various departments
- Assist with accounts payable and receivables
- Assist with weekly, monthly, quarterly and annual payroll duties
- Commercial and Worker's Compensation Insurance claims reporting
- Assist Town Manager with any projects, research and clerical duties as needed
- Learning any other duties of the Secretary/Treasurer, Assistant Secretary/Treasurer and Permitting Dept. to assist and stand in when necessary
- Assist Code Enforcement with correspondence